

## *Booking An Event*

*Space is reserved on a first come first served basis. We begin accepting reservations 1 year in advance from the month of booking. Tentative holds one are allowed for 72 hours in order to allow time to tour and submit a contract. To secure a date for your event, the following is required:*

- *Scheduled appointment to review the facility and rental information*
- *\$500 booking deposit. This payment will be applied to your room rental*
- *Completed and signed contract*
- *Credit Card Kept On File until event is paid for in full*

*Remaining payments are due 1 day prior to your event  
A Credit card number will be required to keep on file in the event of any damages/additional charges made during event*

### *Cancellation Policy*

*Deposit will be returned no less than 90 days before event date*